

Planning Services, Adur & Worthing Councils

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Application to determine if prior approval is required for a proposed: Change of use from Commercial, Business and Service (Use Class E) to Dwellinghouses (Use Class C3)

Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) - Schedule 2, Part 3, Class MA

Publication of applications on planning authority websites

Please note that the information provided on this application form and in supporting documents may be published on the Authority's website. If you require any further clarification, please contact the Authority's planning department.

Site Location

Disclaimer: We can only make recommendations based on the answers given in the questions.

If you cannot provide a postcode, the description of site location must be completed. Please provide the most accurate site description you can, to help locate the site - for example "field to the North of the Post Office".

Number

Suffix

Property Name

1-3

Address Line 1

Ship Street

Address Line 2

Shoreham-by-Sea

Address Line 3

Adur

Town/city

West Sussex

Postcode

BN43 5DH

Description of site location must be completed if postcode is not known:

Easting (x)

521414

Northing (y)

105072

Applicant Details

Name/Company

Title

First name

Surname

Company Name

Address

Address line 1

Address line 2

Address line 3

Town/City

County

Country

Postcode

Are you an agent acting on behalf of the applicant?

Yes

No

Contact Details

Primary number

Secondary number

Fax number

Email address

Agent Details

Name/Company

Title

First name

Surname

Company Name

Address

Address line 1

Address line 2

Address line 3

Town/City

County

Country

Postcode

BN8 4HE

Contact Details

Primary number

***** REDACTED *****

Secondary number

Fax number

Email address

***** REDACTED *****

Eligibility

Permitted development rights are subject to conditions set by legislation to ensure that only appropriate proposals are eligible.

The need to apply to the Local Planning Authority to see if prior approval is required is one such condition.

The questions below will help determine if the proposals are eligible for this permitted development right.

The current building and site

Please note: Eligibility questions relating to the current building being vacant for 3 months, and it's floorspace not exceeding 1,500 square metres were removed after these limitations were lifted by government on 5 March 2024.

Has the use of the building, for a continuous period of at least 2 years immediately prior to the date of this application, been any of the following:

- For periods prior to 1 September 2020
 - Shops (Use Class A1);
 - Financial and professional services (Use Class A2);
 - Food and drink (Use Class A3)
 - Business (Use Class B1);
 - Medical or health services
 - Non-residential institutions (Use Class D1(a));
 - Crèche, day nursery or day centre
 - Non-residential institutions (Use Class D1(b));
 - Indoor and outdoor sports
 - Assembly and leisure (Use Class D2(e)), other than an indoor swimming pool or skating rink;
- For periods from 1 September 2020
 - Commercial, Business and Service (Use Class E)

Yes

No

Is any land covered by, or within the curtilage of, the building:

- in a site of special scientific interest;
- a listed building or land within its curtilage;
- a scheduled monument or land within its curtilage;
- a safety hazard area;
- a military explosives storage area;

Or, is the building:

- in an area of outstanding natural beauty;
- in an area specified by the Secretary of State for the purposes of enhancement and protection of the natural beauty and amenity of the countryside;
- in the Broads;
- in a National Park;
- in a World Heritage Site

Yes

No

The proposed change of use

For applications, submitted before 1 August 2022, proposing a change of use to Dwellinghouses from Offices (Use Class B1(a)/E(g)(i)).

Is/Was there an Article 4 direction in place that has removed these specific permitted development rights?

Yes

No / Not relevant

Will all the proposed new dwellinghouses have gross internal floor areas of at least 37 square metres, and comply with the [nationally described space standard?](#)

Yes

No

Following the development, will every dwellinghouse in the building remain in use within Use Class C3 and for no other purpose, unless that purpose is ancillary to the primary use as a dwellinghouse?

Yes

No

Agricultural tenants

To be eligible for this permitted development right, all parties to any agricultural tenancy agreements that are currently in place need to provide consent.

This is to help ensure that agricultural tenants are not displaced to allow a change of use to be carried out.

Is any part of the land covered by or within the curtilage of the building to be demolished occupied under any agricultural tenancy agreements?

Yes

No

Fire Safety

Where the building (as proposed) exceeds certain limits, legislation has been put in place to ensure the adequate consideration of fire safety by the Local Authority (including its decision to grant prior approval) and other relevant parties.

Would the proposed development result in a building that contains two or more dwellinghouses, and is:

- 18 metres or more in height (as measured from ground level to the top floor surface of the top storey of the building); or
- contains 7 or more stories.

Yes

No

NOTE: More details on how to measure height and stories are available in paragraph (7) of [Article 9A of The Town and Country Planning \(Development Management Procedure\) \(England\) Order 2015](#) and [the related government guidance](#).

Description of Proposed Works, Impacts and Risks

Proposed works

Please describe the proposed development including details of any dwellinghouses and other works proposed

The application seeks prior approval for a change of use from offices (Use Class E) to three independent dwellings (Use Class C3). The three proposed dwellings comprise; 1no. two bed, three person ground floor dwelling and 1no. two bed, four person dwelling at each first and second floor respectively. Each dwelling comprises, 2no. bedrooms, 1no. bathroom, and 1no. separate open plan living, kitchen and dining arrangement. Each dwelling also includes sufficient storage provision. There are minor alterations proposed to the front elevation of the existing building, at ground floor level only, which comprise the repositioning of 1x window set and 1x entrance door opening, which will serve as a communal lobby entrance for the property and dwellings respectively. The proposed alterations to the front elevation are to match the existing condition, and facilitate a more efficient and considered access for the change of use from Class E to Class C3 development.

Please provide details on the provision of adequate natural light in all habitable rooms of the dwellinghouses

All habitable rooms within the proposed dwellings will utilise the building's existing window openings, with no new structural alterations to the external façade, except the minor window alteration at ground floor level to the front elevation, as mentioned above. All windows are of generous size and set within elevations that are free from obstructions that could significantly limit daylight penetration.

Bedrooms in each unit are orientated to the west, benefitting from ample afternoon and evening sunlight. Living rooms and kitchens are orientated to the east, capturing morning and early daytime natural light.

What will be the net increase in dwellinghouses?

3

This figure should be the number of dwellinghouses proposed by the development that is additional to the number of dwellinghouses in the existing building prior to the development.

Impacts and risks

Please provide details of any transport and highways impacts and how these will be mitigated, particularly to ensure safe site access

The site is located within Shoreham Town Centre with amenities directly outside the site including shops and a bus route. Shoreham By Sea train station is within short walking distance. The main entrance of the building is directly accessed from the public footway, ensuring safe and unobstructed pedestrian access. Secondary access is provided via the rear of the building, via an existing door opening, and this entrance will also serve as an additional excavation point from the existing and primary stair core if necessary. The proposal does not include provision for any existing or proposed car parking spaces due to the existing constraints of the site position. The proposal will rely on existing on-street parking, which is limited and already carefully managed via highway parking restrictions. There is provision to provide bicycle storage to the rear of the property, as shown in the drawings, which is can be securely accessed from the existing side passageway access and, or, through the communal entrance hall at ground floor level. The provision of 2no. bicycle storage points per dwelling should seek to mitigate any intensification of vehicle use particularly in the urban and controlled parking area in the direct vicinity. There is provision to provide refuse/recycling storage to the rear of the property, as shown in the drawings, which is can be securely accessed from the existing side passageway access. The refuse storage includes 1x 240L general refuse, and 1x 240L recycling refuse, per proposed dwelling.

Please provide details of any contamination risks and how these will be mitigated

The site is not identified as potentially contaminated land.

Please provide details of any flooding risks and how these will be mitigated.

The site is not in flood zones 2 or 3 and there are no identified critical drainage problems.

A flood risk assessment should accompany the application where the site:

- is in Flood Zones 2 or 3; or
- is in an area with critical drainage problems (such areas will have been notified to the Local Planning Authority by the Environment Agency).

[Check if your site location is in Flood Zone 2 or 3 online](#)

Check with your Local Planning Authority to see if your site is in an area with critical drainage problems.

Please provide details of the impacts of noise from any commercial premises on the intended occupiers of the new dwellinghouses and how these will be mitigated

The site lies within a largely residential street within the town centre. There is an existing single residential dwelling to the north, at No.5 Ship Street. To the south, there is an existing side passageway and then Suter's Yard, which is an existing restaurant and bar premises with its back-of-house quarters nearest the application site, and its public entrance positioned on the junction of Ship Street and the High Street. The proximity of the commercial premises should not be considered to create unacceptable levels of noise which would make a residential use unpleasant to occupy.

If the building is located in a conservation area, and the development involves a change of use of the whole or part of the ground floor. Please provide details of the impacts that the change of use will have on the character or sustainability of the conservation area and how these will be mitigated

The site is located in a Conservation Area. The application site is positioned towards the junction of Ship Street and the High Street, with Ship Street predominately residential properties along its length, with the neighbouring No. 5 Ship Street recently becoming a residential dwelling via a Change of Use procedure also. The existing dwellings along the Ship Street present a primary entrance door, with adjacent window into living accommodation of the respective dwelling. The proposed change of use responds to this existing context and should not detract from the significance of the conservation area setting as a whole. The minor alterations to the external window and door at ground floor level to the front elevation, shown in the application drawings, demonstrate this arrangement specifically.

If the building is located in an area currently in use for general or heavy industry, waste management, storage and distribution, or a mix of such uses.

Please provide details of the impacts on intended occupiers of the development of the introduction of residential use in the area and how these will be mitigated

The site is not located in use for general or heavy industry, waste management, storage and distribution, or a mix of such uses.

If the proposal involves the loss of services provided by a registered nursery, or a health centre. Please provide details of the impacts on the local provision of the type of services lost and how these will be mitigated

The proposal does not involve a loss of services provided by a registered nursery, or a health centre.

List of flats and other premises in the existing building

Please provide a list of all addresses of any flats and any other premises within the existing building

House name:

Not applicable - no other addresses within the existing building

Number:

Suffix:

Address line 1:

Not applicable - no other addresses within the existing building

Address Line 2:

Not applicable - no other addresses within the existing building

Town/City:

Not applicable - no other addresses within the existing building

Postcode:

BN43 5DH

Declaration

I/We hereby apply for Prior Approval: Change of use – commercial/business/service to dwellinghouses as described in the questions answered, details provided, and the accompanying plans/drawings and additional information.

I/We confirm that, to the best of my/our knowledge, any facts stated are true and accurate and any opinions given are the genuine opinions of the person(s) giving them.

I/We also accept that, in accordance with the Planning Portal's terms and conditions:

- Once submitted, this information will be made available to the Local Planning Authority and, once validated by them, be published as part of a public register and on the authority's website;
- Our system will automatically generate and send you emails in regard to the submission of this application.

I / We agree to the outlined declaration

Signed

Nicholas Rose

Date

30/04/2025

Amendments Summary

The application site is within a conservation area, and this has been amended within the application form submission.